

VACANCY ANNOUNCEMENT

US Embassy Banjul
Department of State
Washington DC 20521-2070



VACANCY ANNOUNCEMENT CHAUFFEUR GRADE: FSN 3

Announcement Number: B JL-14-002

Position: Security Chauffeur (4 positions)

Open To: All Qualified Applicants

Opening Date: January 16, 2014

Closing Date: January 30, 2014

Work Schedule: Full-time, 48 hours per week

The U.S. Embassy/Banjul is seeking an individual (with the required work and/or residency permit for employment in country) for the position of Chauffeur.

BASIC FUNCTION OF POSITION

Under the supervision of the Motor pool Supervisor, the incumbent will work on a rotating shift basis and perform all standard driving tasks which include transporting members of the Embassy and VIP visitors in and around Greater Banjul Area. The incumbent may be required to work nights, some overtime during the working week, and occasionally on weekends and public holidays. The jobholder will maintain vehicle records and trip tickets, and will be responsible for conducting a general pre-operational vehicle check to ensure the road worthiness of official vehicles.

REQUIRED QUALIFICATIONS:

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criteria.

Education: Secondary School leaving certificate is required.

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Experience: At least three years of work experience as a full-time chauffeur/driver with an international organization is required.

Knowledge: Must be familiar with Gambian traffic regulations and local roads and possess good knowledge of automotive vehicle safety. Must have good knowledge of Microsoft packages: Outlook, Excel and Word.

Language: Level III English (written & spoken) Fluency in one local language (Wollof or Mandika) is required.

Abilities/Skills: Must have a valid Gambian driver's license with an accident-free driving record and the ability to drive all types of vehicles. Must be able to perform routine maintenance checks, tyre changes etc, in an emergency situation. Must be a good team player with the ability to work in a fast- paced environment. Must be able to exercise tact and diplomacy, display outstanding customer service skill, possess developed interpersonal skills, be flexible and maintain confidentiality. Must have ability to study and understand Department of State vehicle guidelines and regulations.

Interested candidates for this position should submit the following:

--Application for Employment (DS 174) - available at the Embassy or online:

http://banjul.usembassy.gov/job_opportunities.html

--A current resume

--Documentation (e.g., certificates and awards, copies of degree earned) that addresses the minimum requirements of the position as listed above.

SUBMIT APPLICATION TO:

Human Resources Office
Embassy of The United States of America
Kairaba Avenue
Serrekunda
Email: HROBanjul@state.gov

no later than **January 30, 2014**

Only short-listed candidates will be contacted for interview.

The US Embassy Banjul is an Equal Opportunity Employer.